

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 36-801**

12 April 1996

Personnel

DUTY HOURS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction implements AFRPD 36-8, *Employee Benefits and Entitlements*, and covers duty hours for personnel of this headquarters.

SUMMARY OF REVISIONS

This revision generally updates the entire text of HOI 11-24.

1. Headquarters' Hours of Operation. The normal hours of operation for this headquarters are 0800-1645, Monday through Friday. Supervisors ensure adequate coverage of their functional areas during these hours, including lunch periods. There are no established rest periods authorized for personnel assigned to this headquarters. Personnel not on flexitime, shift work, or special work schedules coordinated/documentated with their supervisors, adhere to normal duty hours Monday through Friday with a 45-minute lunch period.

2. Flexitime. Flexitime applies to all bargaining unit employees in this headquarters. It applies equally to all other employees, including military, in this headquarters, subject to the provision of paragraph **2.3.3**. Since organizational titles are subject to change, the reference to "division-level managers" in that paragraph equates to three-letter managers (for example, DOX, LGT, XPM, etc.) in this headquarters.

2.1. The intent of this procedure is to permit employees to receive benefits of flexible working hours by determining individual work schedules with supervisors and workers ensuring that these individual work schedules sustain maximum production, mission support, and customer response with major commands.

2.2. The success of flexitime is contingent upon complete cooperation among employees, their supervisors, and all levels of management. Flexitime should result in a positive impact on productivity,

employee job satisfaction, and incidental leave usage, and maintain, if not increase, the support to our customers. All bargaining unit employees utilizing flexitime follow this schedule. Keep individual exceptions to a minimum; however, it is recognized that there may be isolated work situations which preclude participation in the flexitime program.

2.3. The following illustration describes the parameters of the flexitime program:

Flexible Band	Core Time	Lunch Period	Core Time	Flexible Band
		1100-1300		
0700	0900	-----	1530	1800

2.3.1. All offices will be manned during the conventional workday of 0800-1645.

2.3.2. Where management determines it necessary to provide coverage of any given office or organization during the entire tour of duty (0700-1800), or any part thereof, including the lunch period, employees may be required to modify their flexitime privileges to accomplish this purpose. This requirement will not be levied until and unless there are insufficient volunteers in the needed skills and grades to accomplish the needed manning.

2.3.3. Work schedules for supervisory personnel and employees not in the bargaining unit is determined by division/directorate-level managers.

2.3.4. Reporting and departure times are in 5-minute intervals; that is, 0700 to 0900. Employees are expected to be accomplishing assigned responsibilities at the beginning of their tour of duty; however, employees are not responsible for beginning work before their tour of duty, regardless of actual reporting time.

2.3.5. There will be no tardiness excused without charge to appropriate leave for employees reporting after 0900 hours.

3. Responsibilities:

3.1. Supervisors have total responsibility for the effective operation of their work center. At a minimum, the following elements must be accomplished to sustain an acceptable flexible mode of operation:

3.1.1. Maintain current or improved productivity.

3.1.2. Maintain present level or improved customer support.

3.1.3. Maintain current or improved morale.

3.1.4. Maintain adequate supervision.

3.2. Flexitime will be denied employees when:

3.2.1. The supervisor determines, based on valid evidence, that there has been a decrease in productivity.

3.2.2. It is evident an employee is not working the hours certified on the daily flexitime sign-in/out log. In this case, disciplinary action also applies as prescribed by appropriate instructions.

3.2.3. Any documented incident of abuse of flexitime privileges will result in the immediate loss of the employee's opportunity to participate. Similarly, employees identified as leave abusers (sick and annual) will not be allowed to participate in flexitime.

4. Procedure:

4.1. Supervisors ensure:

4.1.1. The flexitime workday is 8 hours between 0700 and 1800, including leave plus lunch break between 1100 and 1300. The lunch period must be at least 30 minutes in duration; however, may be lengthened in 5-minute increments to a maximum of 60 minutes.

4.1.2. Core hours of 0900-1530 are worked by all personnel.

4.1.3. Adequate work assignments are available for those employees on duty outside the conventional workday (0800-1645). Unavailability of adequate work assignments outside the conventional workday will preclude flexitime.

4.1.4. That every effort is made to schedule, in advance, meetings, special projects, etc., during core hours.

4.1.5. That daily reporting (sign-in/out) sheets are posted at a central location for sign-in/out by employees. These records are retained by the supervisor for a period of 6 payroll years according to AFMAN 37-139, *Records Disposition Schedule*.

4.1.6. A clock designated as an official sign-in/out clock is available where sign-in/out sheets are located.

4.1.7. That they, or a designated person, enter a line across the daily flexitime attendance record after the last arrival before 0901 each day.

4.2. Employees:

4.2.1. Record their arrivals and departures as they occur on the daily flexitime attendance record utilizing the official sign-in/out clocks provided.

4.2.2. Identify the lunch period to be observed when signing in each morning. The selected lunch period can be changed only by the supervisor once selected. Employees reporting to work at 0700 must select a 30- to 60-minute lunch period in order to ensure their tour of duty extends to 1530.

4.2.3. Are not excused for tardiness after 0900 without charge to appropriate leave.

4.2.4. Observe a lunch break unless reporting to work at 1200 or later. Employees may not work beyond 1230 without observing a lunch break unless they intend to take leave beginning at 1300.

4.2.5. Adjust their reporting and departure time to attend meetings, accomplish special projects, etc., when notice is given in advance.

4.2.6. Advise their immediate supervisors, when aware in advance, of occurrences such as doctor, dentist appointments, etc., which cause their normal flexitime schedule to vary significantly (30 minutes or more).

4.2.7. Request emergency annual or sick leave as soon as possible after the beginning of the workday, but must make such requests no later than the beginning of core time (0900).

4.2.8. While performing TDY, observe the conventional workday at the TDY location.

4.2.9. Make known to their supervisors any work-related problems being experienced due to their, or others', participation in the flexitime program.

5. Deviations. Requests for permanent deviations due to mission requirements must be submitted through the appropriate approval level to HQ AFRES/DPCE. Examples

of such deviations include shift work, tours outside flexitime limits (0700-1800), and tours which include weekend work.

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